

Preventing Fraud, Waste, and Abuse

THEC/TSAC staff members are responsible for establishing and implementing procedures to prevent and detect fraud, waste, and abuse.

The basic elements of a proper system of controls include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste, and abuse
- Develop an oversight process that is appropriate

Additional information can be found at:

www.tn.gov/thec or
www.tn.gov/tsac

Select “Combined Audit Committee”
Then select “Form: Reporting Fraud,
Waste, and Abuse.”

If you have any questions or suggestions
regarding internal controls, please contact
the Fiscal Office or the Internal Auditor.

THEC Mission Statement

The Tennessee Higher Education Commission is the state’s coordinating agency for higher education. Guided by the Public Agenda for Tennessee Higher Education, THEC oversees an array of finance, academic, research and consumer protection initiatives that promote student success and support the State’s completion agenda for postsecondary education. THEC actively seeks to develop policy recommendations, programmatic initiatives, and partnerships that increase educational attainment in the state while improving higher education access and success for all Tennesseans.

TSAC Mission Statement

Provide financial assistance for post-secondary educational opportunities to Tennessee residents and other students who have established eligibility in accordance with program guidelines.

Tennessee Higher Education Commission
Tennessee Student Assistance Corporation
Parkway Towers Suite 1900
Nashville, Tennessee 37243-0830
(615) 741-3605
www.tn.gov/thec
www.tn.gov/tsac

Tennessee Higher Education Commission

Tennessee Student Assistance Corporation



Reporting and Preventing Fraud, Waste, and Abuse

Reporting Fraud, Waste, and Abuse

TCA 8-50-116 requires that THEC/TSAC provide a means by which employees or others may report dishonest acts, either known, or suspected.

Actions to Report

Dishonest acts, either known or suspected, should be reported. Dishonest acts include but are not limited to:

- Theft or misappropriation of funds, supplies, property, or other state resources
- Forgery or inappropriate alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activities
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of THEC's conflict of interest policy or THEC or TSAC's Code of Conduct
- Authorizing or receiving compensation for hours not worked
- Violation of the THEC Outside Employment Policy
- Being absent from work and not requesting leave status

Reporting Options

Several options are available to all THEC/TSAC employees and others.

You may report your concerns to:

- Richard G. Rhoda, Executive Director (615) 741-7562
- The Audit Committee:
Claude Pressnell, Chair
(615) 242-6400, ext. 201
Sharon Hayes
Jon Kinsey
Greg Turner
- Ann Collett, Internal Auditor
(615) 253-7463
- The State Audit Hotline for Fraud, Waste, and Abuse
1-800-232-5454 or at
<http://www.comptroller.tn.gov/hotline>

Investigations

The Executive Director, the Internal Auditor and the Audit Committee's objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to ensure that similar actions do not occur in the future.

Think Before You Speak

Before making allegations of dishonesty, employees must be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment.

Protection Under State Law

As the Executive Director, the Internal Auditor, or the Audit Committee investigates allegations of dishonesty, the reporting individual's confidentiality is protected under state law unless a court action requires disclosure. Also, discrimination or retaliation is prohibited against a THEC/TSAC employee who reports allegations of dishonest acts.